



EXAMINATION OPEN TO THE PUBLIC BUILDING CONSTRUCTION SPECIALIST 1

ANNUAL \$54,624
SALARY: \$71,752

SALARY
GROUP: ET 22

APPLICATION CLOSING
DATE: SEPTEMBER 5, 2014

EXAM
NO: 141250OCDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency this class is accountable for independently conducting field inspections of building construction and building rehabilitation or renovation and/or improvement projects in order to assure completion of projects in conformance with contract requirements and all applicable building codes, standards and regulations.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **SEPTEMBER 5, 2014**.

GENERAL EXPERIENCE: Five years of experience with construction projects involving all building trades (e.g. plumbing, heating, electrical) OR as a Municipal Building Official.

SPECIAL EXPERIENCE: One year of the General Experience must have included the review and inspection of large scale building projects for building code compliance. **Note:** Large scale building projects will be interpreted as buildings exceeding 12,000 square feet in size and more than one story in height not including apartment buildings and single family residences.

SUBSTITUTION ALLOWED: College training in architecture, civil, mechanical or electrical engineering or a related field may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's Degree.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required by the appointing authority to possess or obtain a license as a construction inspector or a higher license category within six months of appointment. (2) Incumbents in this class will be required to travel. (3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

PHYSICAL REQUIREMENT: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as be able to perform the duties.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury or physical harm from exposure to building construction sites, fire scene or structural failure environments and a moderate degree of discomfort from exposure to year round weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles, methods, materials and equipment used in building design and construction; knowledge of and ability to interpret contracting, zoning and building codes and related regulations; knowledge of major trades areas relative to building construction and maintenance (e.g. plumbing, heating, electrical, structural); some knowledge of fire protection practices and procedures; interpersonal skills; oral and written communication skills; considerable ability to inspect and supervise construction work for compliance with plans and specifications; ability to read and interpret building plans and specifications; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT:

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Building Construction Specialist 1 include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Building Construction Specialist 1 cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience inspecting and supervising construction work for compliance with plans and specifications.** Describe your specific experience inspecting construction and/or building rehabilitation or improvement projects for compliance with building codes and regulations. Describe your specific experience regarding the resources that were used to ensure code compliance, and resolving construction problems. Detail the size and scope of the building projects, your specific responsibilities and the role you played (i.e., supervisor/project leader, independent professional, project team member, project assistant). Detail your experience in reviewing construction payment applications against project budgets and project progress. Also include information regarding the trades you have experience in (e.g. plumbing, heating, electrical). **(2) Interpersonal/oral and written communication experience.** Describe your experience meeting and consulting with architects, engineers, contractors and appropriate state and local authorities involved in construction, alteration and design projects. Detail your experience reviewing technical plans and reports, documents, contracts and other correspondence. Detail your experience preparing presentations concerning projects and providing information concerning the technical issues of construction projects. Detail your experience resolving problems/conflicts with architects, engineers, building officials, etc. and how you resolved these issues. Include information related to your experiences utilizing technology in communicating project updates, reports, and in presentations. Also, describe your experience as a technical advisor (briefly explain the problems on which you consulted). **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes: (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by September 5, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by October 17, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.